

# **Upton Jazz Association Limited**

## **Report and accounts for the year ended 30 September 2023**

### Contents

	Page
Charity Information	2
Council of Management Annual Report	4
Statement of Directors' Responsibilities	7
Statement of Financial Activities	
Income	8, 9
Expenditure	
Notes to the Accounts	10
Company Registration No.:	2277763
Charity Registration No.:	700468

## **Council of Management Annual Report for the year ended 30 September 2023**

The Council of Management present their Report and Accounts for the year ended 30 September 2023, which also comprises the Directors' Report required by the Companies Act 2006.

### ***The charity name***

The legal name of the charity is: Upton Jazz Association Limited

The charity is registered in England & Wales with the Charity Commission in England and Wales (CCEW) with charity number 700468.

### ***Legal structure of the charity***

The charity is a company limited by guarantee, registered under the Companies Act. The governing document of the charity is the Memorandum and Articles of Association.

There are no restrictions in the governing documents on the operation of the charity or on its investment powers other than those imposed by Charity Law.

All trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation. The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:

7 Moorfield Avenue  
Blakeney  
GL15 4DA  
Telephone: 07759 342073

Email address [info@uptonjazz.co.uk](mailto:info@uptonjazz.co.uk), Web address [www.uptonjazz.co.uk](http://www.uptonjazz.co.uk)

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Council of Management in office on the date the report was approved were:

E Buckley  
R Hayward  
J Parsons  
J Thompson  
D A Thompson

The trustees who served as trustees in the reporting period were as shown above, and there were no changes during the year, or in the period between the year end and the approval of the accounts.

No trustees are due to retire. All trustees are members of the charity.

## **Council of Management Annual Report for the year ended 30 September 2023**

### **Objects and activities of the charity**

The charity promotes the advancement of the aesthetic education of the townsfolk of Upton upon Severn and visitors by the performance of jazz music of a high artistic calibre. It encourages the development of young people towards an awareness of jazz music and offers opportunities to gain skills through performance.

The Jazz Festival aims to bring international jazz music to a wide public audience over Festival weekend. Through the varied programme exposure is given to different genres thus widening the general public awareness and appreciation of the range and quality of jazz music.

Upton Jazz reaches out to young people (our Rising Stars), to schools and colleges in the area; we have successfully attracted consistent support from funders, and continue to do so since the end of the ten year Best of Young Jazz project.

Reflections on our 36th Jazz Festival.

A very good festival, our second since coming 'Back in town'. The range of music and the quality of the bands were very well received.

We got over 200 thanks and compliments and no complaints.

Our venues in town tell us they are happy and want to build on what we achieved.

Our Rising Stars (youth and schools groups) all want to come back in 2024 and word has spread.

We sold out, all tickets gone by May, and we made a small profit, on target.

Council of Management considers the 2023 Festival to have been a success in meeting our objectives.

Our plan for the year 2023 was to:

- Continue with venues in the town
- Hold a successful festival when similar festivals have folded
- Try very hard to recruit new people, and younger people to support the festival
- Hold a successful fringe attracting young, local and up and coming players

## **Council of Management Annual Report for the year ended 30 September 2023**

***Impact: the achievements and performance during the year have benefited our beneficiaries, and wider society.***

The Association and the festival continue to engage with the town of Upton upon Severn and beyond:

- ☐ In schools and colleges.
- ☐ Engaging with local traders and businesses
- ☐ Developing partnerships with local media and arts organisations such as the Upton Blues Festival, Longside Radio and BBC Hereford and Worcester.
- ☐ Supporting local good causes.

### **Structure, governance and management of the charity**

It is widely reported that charities experience considerable difficulty in attracting both trustees and volunteers. Upton Jazz Association is experiencing similar difficulty, despite having a loyal (and ageing) group of supporters.

The method of recruitment of new trustees is by word of mouth; using our network of contacts in business and the arts and promotion via social media. New trustees have a clear description of our purpose and the roles and they meet with the Council as a whole prior to appointment.

Our plan for June 2024 is to offer another 'hybrid' festival with a mix of ticketed concerts, free music in pubs and cafes, and continued development of the Fringe with its local community focus. Our plan is to bring the event in on budget and to secure funding to support the local/community focus.

### **Bankers and solicitors:**

Bankers:	Co-operative bank
Solicitors:	Whatley Weston & Fox, Worcester

## Council of Management Annual Report for the year ended 30 September 2023

### Financial Review

The financial position of the charity at 30 September 2023 and comparatives for the prior period, as detailed in the accounts, are as follows:

	2023	2022
	£	£
<b>Total funds at start of year</b>	20,551	17,384
Surplus/(Deficit)	4,526	3,167
<b>Total Funds</b>	25,077	20,551

### ***Financial review of the position at the reporting date, 30 September 2023.***

The Council of Management consider the financial performance by the charity during the year to have been satisfactory.

### ***Policies on reserves***

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level sufficient to ensure that the following year's festival would be financially viable. The Council of Management consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

It is the view of Council that the return to town has saved the Festival for the time being.

### ***Availability and adequacy of assets of each of the funds***

The Council of Management is satisfied that the charity's assets are adequate to fulfil its obligations.

## **Council of Management Annual Report for the year ended 30 September 2023**

### **Statement of the Directors' and Council of Management Responsibilities**

The Companies Act 2006 and charity law require the Council of Management to prepare financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity.

In preparing the report and accounts, Council have been guided by the exemptions and permissions afforded to smaller charities with annual income below £25,000.

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Council of Management are responsible for maintaining adequate accounting records which disclose with reasonable accuracy the financial position of the charity and which explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act. They are responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Method of presentation of accounts – Small company provisions**

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The report was approved by the board of trustees on xxxxxxxxx.

J Parsons  
Trustee

**Council of Management Annual Report for the year ended 30 September 2023**

<b>Income and Endowments</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Ticket Sales	20072	17,488
<b>Donations</b>		
Total donations	2307	8,282
Venue contributions	2750	
<b>Total annual income</b>	<b>25,129</b>	<b>25,770</b>
<b>Expenditure</b>	<b>20,803</b>	<b>22,603</b>
<b>Surplus/Deficit</b>	<b>4,326</b>	<b>3,167</b>

## Council of Management Annual Report for the year ended 30 September 2023

	2023	2022
<b>Expenditure on Charitable Activities</b>	£	£
Refunds	830	670
<b>Fees</b>		
Upton Office Services		1,200
PRS *		508
<b>Total Fees</b>		<b>1,708</b>
Marketing/PR/Advertising (Inc. web costs)	2,542	2,048
<b>Festival 2023:</b>		
Band Costs	13,207	13,025
Band Accommodation	245	245
<b>Total Band costs</b>	<b>13,452</b>	<b>13,270</b>
Fringe Costs	1580	1,132
Venue Costs	1365	1,107
<b>Transaction costs</b>		
Barclaycard commission	204	499
Bank Charges	28	94
<b>Total Banking costs</b>	<b>232</b>	<b>593</b>
<b>British Telecom</b>	<b>-</b>	<b>559</b>
<b>Petty Cash</b>	<b>-</b>	<b>210</b>
Donations to charities	150	750
Miscellaneous Costs	200	203
Overheads (Insurance)	452	353
<b>Total annual Expenditure</b>	<b>20,803</b>	<b>22,603</b>

\* PRS not yet paid for 2023, estimate £600

J Parsons

Trustee

Approved by the board of trustees on 6th February 2023.



## **Council of Management Annual Report for the year ended 30 September 2023**

### **1. Risks and future assumptions**

The charity is a public benefit entity.

The Trustees consider there are no material risks from future assumptions to be disclosed.

### **2. Continuity of the Charity**

The charity depends on the continuing success of the annual festival. As a consequence, continuity depends on the future income and funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts, the Trustees are satisfied that, at the time of approving the financial statements, the charity can continue into 2024.

#### ***Policies relating to categories of income and income recognition***

### **3. Nature of income**

Income comprises the value of ticket sales and grants/donations.

#### **Income recognition**

Income is recognised on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably. Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met. All income is accounted for gross, before deducting any related fees or costs.

#### ***Policies relating to assets, liabilities and provisions and other matters***

### **4. Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

## **Council of Management Annual Report for the year ended 30 September 2023**

### **5. Liability to taxation**

The Trustees consider that the charity satisfies the tests set out in Paragraph 1, Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by the Corporation Tax Act 2010 or the Taxation of Chargeable Gains Act 1992, where such income is applied exclusively on the specific charitable objects of the charity. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

### **6. Winding up or dissolution of the charity**

If, upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets shall be transferred to some other charitable body or bodies having similar objects to the charity.

### **7. The contribution of volunteers**

Each year we rely on in excess of 100 volunteers  
Participants at the Upton Fringe are also volunteers.

### **8. Remuneration and payments to Trustees and persons connected with them**

No trustees or persons connected with them received any remuneration from the charity, or any related entity, apart from the following:

### **9. Unrestricted and designated funds**

The Fringe has been successful in obtaining grants from the Co-op Local Community Fund, and from the Balen Trust. These revenues are designated in so far as they are obtained for specific purposes, namely the running cost and promotion of The Fringe and the purchase of sound and video equipment. The Nathan Tomkins Trust gives its services – sound and sound management – in kind.

### **10. Ultimate controlling party**

The charity is under the control of its legal members.

Every member of the charity is obliged to contribute an amount, not exceeding £1, to the assets of the company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.